

**CITY OF MOUNTAIN VIEW
COMMUNITY SERVICES DEPARTMENT**

**ELLIS STREET STREETSCAPE MEDIANS
MAINTENANCE SPECIFICATIONS
December 20, 2004**

General Information

Scope

The work includes furnishing supervision, labor, materials and supplies, equipment and tools to perform roadway median landscape maintenance services. The work shall consist of trimming/pruning of trees and shrubs, fertilizing, pest control (including rodents), trash and debris pickup, weed control, blowing or sweeping of hard-surface areas and maintenance of irrigation systems. This excludes repair of controllers, main lines, materials, NSC system and electrical repairs and hand-watering when necessary to maintain vegetation in a healthy condition.

Work Schedule

All work shall be performed between the hours of 6:00 a.m. to 4:00 p.m., Monday through Friday, unless otherwise directed by the Roadway Landscape Supervisor. Work is to be conducted in a professional manner.

**CITY OF MOUNTAIN VIEW
COMMUNITY SERVICES DEPARTMENT**

**ELLIS STREET MEDIANS
ROADWAY LANDSCAPE MAINTENANCE SPECIFICATIONS
REQUEST FOR PROPOSALS**

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Introduction

The City of Mountain View (City) is seeking a professional landscape maintenance company experienced in commercial, research and development and park and public streetscape landscape maintenance to maintain City's newly constructed Ellis Street streetscape medians. The newly constructed areas are due to be taken over by City in February 2005.

General Information

Scope

The work includes furnishing supervision, labor, materials and supplies, equipment and tools to perform landscape maintenance for City. Contractor shall be fully responsible for maintaining a healthy and attractive landscape that is consistent with the intended design and meets the conditions of these specifications.

Beyond Scope

City may require installation or replacement of trees, plants and/or turf and may require repair and/or modification of the irrigation system or other site changes associated with landscaping. For such services beyond the scope contained in these specifications, Contractor will be compensated as per Section 4.9 (Additional Work).

Location

The landscape areas are six (6) medians along Ellis Street. Maps will be available at the prebid meeting. (A seventh median could be added to the contract in the future.)

Information Consultations

City may ask Contractor to provide recommendations pertaining to and prior to work covered under these specifications.

City's Representative

City's contract representative and primary contact person will be announced after award of contract. After award, this person will be Contractor's primary contact for all inspections, reports, information, questions, approval of base payments, additional work, equipment and supplies.

1.0 Qualifications of Bidders

Only landscape contractors possessing the following qualifications shall be allowed to attend the preproposal meeting and submit proposals.

- 1.1 Contractors must have a valid California C-27 contractor's license authorized by the State of California.
- 1.2 Contractor must have a staffed business office in either Santa Clara County or San Mateo County open for business during normal business days and hours.
- 1.3 Contractor must have as part of their management staff:
 - 1.3.1 A horticulturist with a degree from an accredited college or university and a minimum of five (5) years experience in commercial and or public park maintenance.
 - 1.3.2 At least one employee who is permanently assigned to the Ellis Street medians must possess a California State Chemical Applicator's License for the control of weeds, plant diseases and pests.
- 1.4 Emergency Response:
 - 1.4.1 Contractor must be able to respond to all urgent and emergency service requests within two (2) hours of notification, twenty-four (24) hours per day, seven (7) days per week.
 - 1.4.2 Contractor shall supply office, pager and home phone numbers of at least three (3) employees responsible for twenty-four (24) hour response call-outs for landscaping and water feature emergencies. These numbers must be provided to City's representatives and updated within forty-eight (48) hours as changes occur.
 - 1.4.3 Contractors shall provide City with their proposal a list of municipal and/or commercial accounts (sites) that Contractor is currently providing landscape maintenance service that are similar in service level as City's park and roadway landscaping.

2.0 **Specifications and Conditions for Landscape Maintenance Services**

2.1 Work Schedule:

Contractor's normal work shall be performed during daylight hours, Monday through Friday (except holidays). All work is to be conducted in a professional manner that is not disruptive. Contractor will provide City a full-year schedule of all daily, weekly, biweekly, monthly, quarterly, semi-annual and annual services, giving specific days and dates. Any nonemergency work that may be deemed hazardous or disruptive (i.e., chemical spraying, tree pruning, etc.) will be scheduled at least two (2) weeks in advance with City's representative. For emergency work, Contractor must obtain written approval from City's representative prior to commencing work.

2.1.1 City reserves the right to change schedules for special events and conflicts with adjacent property owners/tenants within five (5) working days' advance notice.

2.2 Holidays:

The following eleven (11) days are City holidays on which Contractor shall not need to provide service:

New Year's Day	Veterans Day
Martin Luther King Day	Thanksgiving Day
Presidents' Day	Day After Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Day After Christmas Day
Labor Day	

2.3 Supplies and Equipment:

2.3.1 Unless stated, it is the intent of these terms, conditions and specifications that Contractor furnish and keep in good working order all necessary tools, equipment and supplies such as, but not limited to, mowers, trucks, edgers, aerators, seeders, fertilizer, herbicides and insecticides, hoses, tools, blowers, etc. Contractor will substitute supplies and/or equipment at the request of City's representative.

2.3.1.1 Contractor shall remain in compliance with City's Nonpoint Discharge Ordinance at all times.

- 2.3.2 Contractor's trucks and major equipment must have Contractor's name and/or logo displayed on doors or side panels.
- 2.3.3 Contractors shall provide the following materials, supplies and/or service:
 - 2.3.3.1 Disposal of leaves, grass clippings, tree trimmings and other "yard waste" must be removed and disposed of by Contractor at their expense.
 - 2.3.3.2 Contractor is responsible for low-voltage irrigation electrical system.
- 2.3.4 City shall supply:
 - 2.3.4.1 Electrical and water utility costs and services.
- 2.4 Contractor's Personnel:
 - 2.4.1 Contractor shall provide sufficient qualified (minimum one (1) year of experience) and trained personnel capable of meeting these terms, conditions and specifications.
 - 2.4.2 Contractor shall provide a list including all Contractor's and subcontractors' employees assigned to work site. List shall include name, address, Social Security number and driver's license number and include work schedule and assignment. Contractor must update list within forty-eight (48) hours of any change.

City will provide Contractor with emergency numbers for City's representative and emergency personnel. All Contractor's employees assigned to City's medians must demonstrate they are United States citizens or have a legal right to work in the United States.
 - 2.4.3 Contractor will assign a qualified trained supervisor to oversee work performed at the work site and act as Contractor's liaison with City's representative. This supervisor must inspect the medians daily (Monday through Friday) except holidays (Section 2.2) and provide direction to Contractor's workers and/or subcontractors. This supervisor shall speak, write, read and understand English and be capable of writing schedules, monthly reports noting any deficiency that needs correcting and major

projects for the coming month, and have at least three (3) years of commercial or municipal park maintenance supervision experience.

2.4.4 Contractor shall provide an ongoing documented training program for all Contractor's employees performing work at City's work site. Training program will include, but not be limited to, understanding of City's maintenance contract, quality standards, task definitions, IPP plans, M.S.D.S. sheets, Cal-OSHA regulations and all other safety regulations as required.

2.4.5 Contractor and subcontractor shall provide uniforms (pants and shirts) to all its employees with company's and employee's name embroidered above shirt pocket on left chest area. Contractor's employee shall present a neat and clean appearance at all times. All employees must wear a lime green safety vest while working in the right-of-way areas.

2.4.6 Since Contractor and subcontractor employees will be performing work in a public roadway, employees shall relate to the public in a courteous and professional manner.

2.5 Subcontracting:

2.5.1 A portion of the work covered by these specifications such as irrigation low-voltage wiring can be subcontracted with prior approval of City; however, Contractor must develop procedures specifying how it will manage the subcontractor and maintain quality work and results through the subcontractor. Lists of subcontractors with their qualifications need to be submitted to City thirty (30) days before their intended use. All subcontractors assigned to City's medians must demonstrate they are United States citizens or have a legal right to work in the United States.

2.6 Reporting and Inspections:

2.6.1 Status Reports:

A written report is to be given to City's representative daily if and when unusual circumstances arise, suspicious people are observed, lighting is inoperable, major irrigation breaks, safety hazards, etc. For emergencies and safety hazards, City's representative is to be called immediately or Mountain View Communications for City's duty person (650/903-6395).

- 2.6.2 Contractor's supervisor and City's representative will meet no less than once per month to review the work site to ensure compliance with the contract specifications and standards. At this meeting, Contractor's supervisor shall submit a monthly written report listing major accomplishments for the previous month, notable problems, schedule changes and goals and deadlines for the coming month. These meetings shall be documented by City's representative.
- 2.6.3 City's representative shall report any maintenance discrepancies to Contractor. Contractor shall correct any discrepancies at Contractor's cost within five (5) business days of written notification.
- 2.6.4 Unusual horticultural problems such as pests, disease and damages that are beyond the scope of Contractor's responsibility shall be brought to the attention of City's representative.
- 2.6.5 Required reports include:
 - 2.6.5.1 Unless stated differently within these specifications, all monthly reports must be submitted with each monthly invoice to City's representative.
 - 2.6.5.2 A Chemical Work Report shall be completed for each chemical application. Failure to submit reports may delay City's payment to Contractor. Contractor is responsible for submitting chemical usage reports to the County Agricultural Department. Copies are to be sent to City's representative as part of Contractor's monthly report.

2.7 Work Performance:

Contractor will adhere to the highest quality standards of the landscape maintenance profession. The specifications and standards shall be met by Contractor at all times regardless of Contractor's employees' absence or established staffing pattern and levels.

2.8 Emergency Work:

This agreement shall cover routine work as specified herein. Requested work shall be defined as any work beyond the general routine landscape maintenance work outlined in this agreement. Emergency work shall

require a shortened response time of between two (2) and four (4) hours, depending on the nature of said work. Contractor and/or their sub-contractors shall have sufficient labor, materials and call-out procedures to assure that staffing is available to allow unplanned emergency repairs or maintenance. City of Mountain View will work closely with Contractor to develop a specific procedure required to react to landscape maintenance emergencies.

3.0 Work Site Landscape Inventory (Numbers Are Approximate)

3.1 Landscape Inventory:

Six (6) medians on Ellis Street

3,600 square feet of shrubs and trees

Total median surface, including hard surface end caps, is 6,993 square feet

4.0 Landscape Task Specifications

4.1 Materials:

4.1.1 Chemicals:

4.1.1.1 City reserves the right to reject any chemicals Contractor and/or their subcontractor proposes to use, prior to or during actual use. Material Safety Data Sheets (M.S.D.S.) shall be provided to City at least one (1) week beforehand and in the applicator's possession at the time of application.

4.1.1.2 Materials shall be nonstaining, noncorrosive and shall not leave a flammable residue.

4.1.1.3 Contractor shall not use pesticides in Category I or Category II (no chemicals with LD50 levels lower than 500 mg/kg). These would include, but not be limited to, several organophosphate and carbonate possessing high mammalian toxicity due to their intense anticholinesterase activity.

4.1.1.4 The City of Mountain View has an IPM policy and is interested in reducing pesticide usage. Contractor will work with City's representative to discuss alternatives to pesticide use. A copy of the policy will be provided to Contractor.

4.1.2 Organic Soil Amendment:

- 4.1.2.1 Contractor will use only commercially available organic soil amendment of ground wood product that is nitrogen-stabilized; i.e., bark or sawdust. No shredded redwood bark shall be used since it becomes hydrophilic.

4.1.3 Fertilizer:

- 4.1.3.1 Only commercial fertilizer containing ten percent (10%) or more nitrogen (N), available phosphoric acid (P_2O_5) or eight percent (8%) soluble potash (K_2O), singly or collectively may be used.
- 4.1.3.2 A "complete fertilizer" shall have at least seventy-five percent (75%) of its nitrogen source supplied by a slow-release form, such as urea formaldehyde or IBDN as well as containing iron, zinc and manganese trace elements.

4.1.4 Mulches

- 4.1.4.1 Wood chip mulch shall consist of wood chips produced from clean wood and will be compatible with what is presently at the medians. Chips produced from tree trimmings that contain leaves or small twigs are not considered acceptable.
- 4.1.4.2 Aggregate mulch shall be clean, smooth river rock obtained from a single source. Every attempt shall be made to match the existing aggregate mulch at the medians unless City's representative provides or approves a different specification.
- 4.1.4.3 Topsoil shall be a fertile, friable soil of natural loamy character that is capable of supporting healthy plant growth.
- 4.1.4.4 Container media shall be composed of fifty percent (50%) sandy loam, thirty percent (30%) 0-1/4" volcanic rock and twenty percent (20%) 0-1/2" treated fir bark.

4.1.5 Tree-Related Material

4.1.5.1 Tree stakes shall be of treated lodgepole pine.

4.1.5.2 Tree ties shall be extruded vinyl base, 1" wide and a minimum of 0.01" thick.

4.2 Shrubs:

4.2.1 All shrubs shall be pruned in such a way as to retain as much of the natural characteristics of the plant as possible. If the plant makes up a formal hedge, they will be trimmed on a regular basis. Pruning will be done as required by safety and size requirements along with appearance. Pruning and trimming shall be done as required to prevent growth over or through curbs, sidewalks, walls, fences, parking areas and other structures.

4.2.2 Flowering shrubs will be pruned after flowering cycle is complete and in such a way as to promote flowering.

4.2.3 Broken and dead branches will be removed immediately as will prunings. Disposal shall be at Contractor's expense.

4.3 Irrigation:

4.3.1 Contractor shall maintain good water management practices while irrigating to maintain vigorous and healthy plant and turf growth.

4.3.2 Watering methodology shall be deep, infrequent irrigation versus light, frequent irrigation. Contractor shall use existing irrigation facilities and furnish any additional materials, equipment or water to ensure adequate irrigation. Excessive irrigation and over-watering practices such as water overflowing onto streets is unacceptable.

4.3.3 During periods of restricted water use, all governmental regulations shall be followed. Should modifications of irrigation systems and/or schedules be required to facilitate adherence to these regulations, Contractor shall notify City's representative of the suggested modifications.

4.3.4 Contractor is responsible for proper adjustment of all components of the irrigation system, from the controllers to the individual sprinkler heads. All irrigation system components shall be

semiannually inspected; i.e., complete system inspection in spring and fall.

- 4.3.5 Contractor shall maintain automatic and manual irrigation systems in good working order. During summer months, a weekly visual inspection of the irrigation system shall be performed to identify system defects. This includes, but is not limited to, breaks in lines, heads, leaks and washed out, saturated or dry spots. Problems reported by City's representative to Contractor must be corrected within twenty-four (24) hours of the report.
- 4.3.6 All minor repairs such as nozzle adjustments and repair of broken risers (lateral line and/or swing joint to sprinkler head) shall be included in the monthly maintenance cost. Contractor shall be responsible for minor repairs and will not bill these repairs as Additional Work.
- 4.3.7 Replacement parts for irrigation systems shall be new and of similar or better quality as were initially installed. Unless included under minor repairs, Contractor will not purchase any new parts without prior approval by City's representative.
- 4.3.8 Repairs made due to vandalism or faulty components shall be billed as Additional Work. Other repairs, such as broken valves and broken lines, shall also be performed and billed as Additional Work. All Additional Work is to be discussed and approved by City's representative in advance of the work being done.
- 4.3.9 Controllers shall be set to cycle in duration and frequency to optimize conditions for plant material. Duration of each cycle will be set to minimize water runoff and waste. (Note: Since City has initiated a water conservation program for all parks, the irrigation system may be operated in conjunction with City's Irrigation Network Services Control via the Parks Division.)
- 4.3.10 Irrigation cycles are to run only between the hours of 9:00 p.m. to 6:00 a.m. A proposed quarterly schedule of watering shall be provided to City's representative one (1) month after award of contract. The frequency and duration shall be set to adequately irrigate plants and turf without causing significant surface runoff or ponding. Contractor shall turn off irrigation system during the wet season and adjust the controller seasonally. Each time the schedule is changed due to seasons or any other reason, a revised schedule shall be provided to City's representative.

- 4.3.11 City will supply all necessary water for roadway landscaping at no cost to Contractor. Flow will be limited to capacity of existing facilities. If Contractor feels that changes should be made to existing facilities, the suggestion shall be submitted in writing with an estimated cost to City's representative.

4.4 Fertilization:

- 4.4.1 Shrubs shall be fertilized once per year during the growing season with 16-6-8 plus iron.
- 4.4.2 Fertilizer containing slow-release nitrogen shall be surface-applied as conditions warrant to shrubs and trees at two (2) to four (4) pounds of nitrogen per 1,000 square feet per manufacturer's recommendations. All top dressing fertilizer shall be watered with at least one inch (1") of water within one (1) hour of application.
- 4.4.3 Fertilizer shall be applied, as needed, to maintain healthy and vigorous plants. City anticipates that primarily nitrogen will be deficient in soils; however, Contractor shall identify and correct other mineral deficiencies that affect plant growth.
- 4.4.4 Soil analysis shall be performed when and where necessary and fertilizer and/or other soil amendments added as recommended by the laboratory performing the analysis. Costs for this analysis will be billed to City after receiving prior approval from City's representative.

4.5 Trees:

- 4.5.1 All tree pruning activities shall be performed only by trained, experienced personnel. Supervision shall be by a Western Chapter International Society of Arboriculture Certified Arborist complying with WCISA Pruning Standards or ANSI 300 specifications.
- 4.5.2 All trees shall be pruned to provide pedestrian and vehicular clearance in accordance with Section 4.5.1.
- 4.5.3 Contractor is totally responsible for any subcontractors they engage to do tree pruning or other work within City's medians. All subcontractors must be approved in advance by City's representative. Contractor's responsibility regarding subcontractors includes, but is not limited to, the quality of work

and appropriate experience, and appropriate liability insurance coverage.

- 4.5.4 Contractor shall stake or guy newly planted or established trees when necessary to protect, anchor or support them. All staking and guys shall be done in a way to avoid tripping hazards. Tree stakes or guys shall be removed promptly once their function has been completed. Guidelines for staking shall be those stated in University of California Extension Publication No. 2576.
- 4.5.5 Tree stakes, ties and guys shall be checked regularly. Ties will be adjusted to prevent girdling and trees shall be encouraged to be freestanding as soon as possible.
- 4.5.6 Small trees shall be pruned and trimmed as required to prevent growth over or through curbs, sidewalks, walls, fences, parking areas and other structures. Pruning shall also be done to maintain good health, train trees for good structure and improve appearance. Tree crowns shall be prudently thinned to reduce wind-throw damage as required. Prunings shall be disposed of by Contractor outside of City property.

4.6 Pest and Weed Control:

- 4.6.1 All chemical applications shall be performed by a licensed, trained technician. Contractor must be a licensed Pest Control Operator as required by the State of California, registered in the county where the work takes place, and strictly adhere to all laws, safety or otherwise in their operation. Contractor shall notify City's representative five (5) days in advance of any chemical applications. City's representative must also have a copy of the current M.S.D.S. for every chemical being applied.
- 4.6.2 Although pests are not expected to be a major problem with plantings, appropriate action shall be taken if they are causing damage or dramatically lessening the aesthetic quality of the plants. Whenever a nonchemical appropriate treatment for a pest is available, its use shall be given preference over chemical treatment. Contractor shall provide timely recommendations for remedies to any chronic pest problems.
- 4.6.3 All service areas, median end caps, curbs and hardscape areas are to be kept weed-free. Nonselective herbicides may be used in these areas. Chemicals which leave an injurious residue or move

considerable distances in the soil or injure desirable plants shall not be used in or near planted areas. No chemicals shall be allowed to strike the trunk or woody roots of a tree.

- 4.6.4 Weeds taller or broader than four inches (4") in the planted area shall be mowed, hoed or hand-pulled.
- 4.6.5 Small weeds may be controlled by applying a foliage-applied or soil-applied herbicide before the weeds exceed four inches (4") in height. Dead weeds that are unsightly shall be removed.
- 4.6.6 Existing mulched areas shall be maintained to provide weed control and visual enhancement of the landscape.

4.7 Debris Removal and Cleanup:

- 4.7.1 Contractor is responsible for cleanup of all debris, trimmings, clippings, etc., resulting from maintenance operations.
- 4.7.2 All paper and trash within the medians shall be removed twice monthly (26 times annually) and shall be disposed by Contractor. Remove excessive amounts of leaf and litter (dead twigs, branches, leaves, bark, etc.) as it accumulates in maintained areas.
- 4.7.3 Contractor shall keep all median areas free from trash and debris. If there is a large and continual amount of trash, Contractor shall report it to City's representative immediately.

4.8 Graffiti, Vandalism, Shopping Carts:

- 4.8.1 After notification, graffiti shall be removed within two (2) days by appropriate method that will not change the appearance of the original surface or its texture. Frequently, graffiti areas may require coating surfaces with graffiti sealer after approval from City. (All graffiti removal shall be considered as Additional Work outside of base contract.)
- 4.8.2 Vandalism Reports—Contractor shall report vandalism to the Police Department and clean up as soon as possible if damage is covered under these specifications. If damage is not covered, Contractor is to barricade damaged area and call City's representative.

- 4.8.3 Shopping Carts—Contractor shall return all shopping carts to a designated area within the Municipal Operations Center, 231 North Whisman Road, during normal working hours.

4.9 Additional Work:

- 4.9.1 Unscheduled maintenance work that would be billable above and beyond the monthly fixed price shall be performed only with the prior written approval of City's representative. City reserves the right to competitively bid anything beyond the monthly scope or use the time and material rates quoted in Contractor's proposal.
- 4.9.2 It is Contractor's responsibility to advise City of problems and needed upgrades to keep the landscape in a safe, functional, healthy and attractive condition at all times. Contractor shall issue Additional Work estimates to City's representative.

5.0 **Lane Closure Requirements**

Landscape maintenance services conducted in the roadway center medians must be performed in a safe manner. This is for the benefit and safety of Contractor and the vehicles sharing the road. Contractor will be required to perform traffic-diverting lane closures prior to beginning any trimming operations in the center median. Litter pickup will not require a lane closure.

All lane closure activities must comply with the Caltrans "WATCH" handbook guidelines. This would include, but not be limited to, the following:

- Lane closures must include three (3) forty-eight-inch (48") advanced warning signs.
- Cone spacing (twenty-four-inch (24") high cones) and taper length must comply with the speed limit chart posted in the handbook.
- A directional arrow board will be included in all lane closures.
- All workers will wear high visibility (lime green) vests when working in the roadway.

Ellis Street is a main arterial leading to Highway 101. This road experiences a definite commute pattern in the morning and afternoon. Lane closures must not interfere with commute-hour traffic patterns. Lunchtime may also present a problem with traffic flow, and every effort should be made to complete maintenance operations before that hour.

All lane closures must be called into Mountain View 3 at (650) 903-6329. They will contact Police and Fire to inform them. The lead person must supply Mountain View 3 with the following information.

- Which road the work is being performed on.
- The direction of travel of the lane closure.
- Provide the cross streets at each end of the lane closure for reference.
- How long the lane will be closed.
- Will the closed lane be open to emergency vehicles.

When the work is completed and the lane closure removed, Mountain View 3 must be called again and informed the road is open to all through traffic.

Contractor must complete a traffic control plan each time a lane closure is performed. This form will be provided to Contractor by City. The form identifies the work area and provides a drawing of the setup. Completed traffic control plans will be collected at each monthly meeting.

EB/6/ASD

505-12-21-04S-E^

TRAFFIC DIRECTIONS IN MOUNTAIN VIEW

MOUNTAIN VIEW LANE DIRECTIONS:

WEST: Direction of travel towards Palo Alto

EAST: Direction of travel towards Sunnyvale

NORTH: Direction of travel towards the Bay

SOUTH: Direction of travel towards the mountains

STREETS THAT RUN NORTH AND SOUTH:

Shoreline Boulevard
Rengstorff Avenue
Ellis Street

STREETS THAT RUN EAST AND WEST:

Charleston Road
Crittenden Lane
Amphitheatre Parkway
Garcia Avenue

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